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12 February 1979

MEMORANDUM FOR THE RECORD

SUBJECT: CT Program Task Force Meeting - 8 February 1979 ☐

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1. The second Task Force meeting was held at 1000, Thursday, 8 February, in the Director of Training's office and was chaired by Harry Fitzwater. ☐

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2. Because the DDA Friday morning staff meetings and CT status report meetings have been moved to Thursday, the regularly scheduled task force meetings will be moved to Wednesday mornings. ☐

5X1

3. Mr. Fitzwater reported that he had met with the Deputy Director for Operations (DDO) on 8 February. Mr. McMahon reaffirmed that meeting the CT quotas is a major concern, especially since there are 184 slots vacant in the DO at this time. ☐

5X1

5X1

4. ☐ distributed a report from the Recruitment Division showing interviews scheduled or to be scheduled, PHSs outstanding, when and where advertisements appear, and whether or not recruitment assistance has been requested.

ACTION: The Office of Personnel agreed to check on interview backlogs and advise CT Staff, who will coordinate recruitment assistance. ☐

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5. CT advertisements were discussed in the DDO's staff meeting. Chief, Central Cover Staff expressed concern about the content of the advertisements--specifically whether we are revealing too much information regarding our new operations officers.

WARNING NOTICE--
INTELLIGENCE SOURCES
AND METHODS INVOLVED

☐

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X1 ACTION: [] will discuss this problem
X1 with the DDO. []

X1 [] 25
X1 []

X1 ACTION: At their next mini-conference in late
February, [] will brief the recruiters to
ensure they are fully aware of [] requirements. [] 25

X1 7. [] briefed on the OMS process, from the
time the recruiter first sees the applicant to the time the
final assessment is written. The following problem areas
were surfaced:

a. Psychological Services Staff (PSS) is experiencing
delays in receiving and scoring Part 1 of the PAT B
tests that are done in the field due to availability of
testing facilities and administrators. [] 25

ACTIONS:

X1 (1) OMS will meet with the []
[] to discuss means of improving
those areas of concern. [] 25

X1 (2) OMS will explore alternate mail service
such as UPS. [] 25

b. Delays are being experienced in servicing the
[] 25

ACTIONS:

X1 (1) OS will determine if the box can be serviced
daily. []

X1 (2) OTR volunteered to service the box if this
is permissible. []

X1 c. Delays occasionally occur due to secure
communications between C of C Building DACS and ODP
Computer Center. []

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ACTION:

PSS and OTR will discuss possibility of delivering data to Headquarters for batch processing when communications problems occur. ☐

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d. Continuing problems due to processing software. ☐

ACTION:

Directors of ODP, OMS, and OTR will meet to discuss. ☐

e. PSS is experiencing backlogs due to lack of qualified psychologists to meet assessments and scoring requirements of all Agency recruits. ☐

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ACTION:

The Director of Medical Services is addressing this problem. ☐

f. It would be helpful to OMS if Part I and Part II of the PAT B could be performed at the same time here in Headquarters.

ACTION:

OP and OMS will meet to discuss possibility of applicants within a certain radius of Headquarters, being brought to this area for Parts I and II.

g. OMS agreed to devise way of tracking number of pending applicants, number processed, and number of summaries to be written. As of this date, there are 9 CT applicants fully processed by OMS. ☐

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8. ☐ expressed concern about testing potential operations candidates at the testing centers.

ACTION:

The Chief, Career Training Staff will meet with OMS, and DO to determine necessity for Part 1, PAT B prior to interview. ☐

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X1

9. [] reported the Office of Security's processing status. There are 34 investigations scheduled for the field, no disapprovals, 8 full approvals, and 2 cancellations, for a total of 10 closed. Three approvals were issued subject to polygraph, one case was forwarded to the Applicant Review Panel, and one case is in the adjudication pipeline with a recommendation for disapproval. [] mentioned that section was brought up to strength on 7 February.

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ACTION: In the future the Office of Security status report will separate [] applicants from CT applicants. []

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10. The Career Training Staff reported there are 42 files to be reviewed, 43 interviews scheduled, and 65 interviews to be scheduled. Considerable difficulty is being experienced contacting applicants for scheduling appointments. []

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ACTIONS:

(1) [] suggested that perhaps recruiters could give better guidance about staying in touch. []

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(2) OP and CTS will review their tickler systems for corresponding with applicants and will report at the next meeting. []

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(3) OTR has several volunteers who are willing to assist in the effort to contact applicants after the normal working hours. []

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11. It was reported that OTR has several individuals who have volunteered for after-hours or TDY clerical assistance. []

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[]
Executive Secretary

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